



Saturday Grammar Instructor (PAID)

NJ LEEP is a four-year college access program working with 150+ students in our College Bound Program (grades 9-12), over 80 alumni and over 200 parents. We use after-school, Saturday and summer programs to help our students develop the social-emotional and hard academic skills they will need to go to and graduate from top colleges. 99% of program graduates have gone on to college, with over 90% matriculating to four year colleges and over 90% persisting into at least their second year of college.

NJ LEEP has won national awards for both program innovation and execution, as well as being honored at the US Department of Education and the White House for our success in the college-access space.

Job Description:

NJ LEEP is looking for grammar instructors to teach on Saturdays during our academic year. Classes take place on Saturdays beginning in late September and continuing through the end of the academic year.

- The Saturday Grammar Instructors will be required to have an advanced knowledge of grammatical principles, theory and application
- Grammar Instructors will each lead a class of 20 students through a curriculum meant to help NJ LEEP students develop and master foundational grammatical principles
- Working with NJ LEEP freshmen, Grammar Instructors will be expected to be extra vigilant about implementing the organization's cultural norms and values
- The Instructor will be required to attend an NJ LEEP orientation and training on Saturday, September 23
- All syllabi, student handouts, and rubrics/grading guidelines are provided
- Instructors are responsible for creating unique lesson plans for each class
- Classes meet approximately 3 Saturdays per month from 9:00 - 3:00 PM
- Instructors are responsible for tracking homework completion, providing feedback on student progress, and upholding the NJ LEEP policies and teaching principles

Qualifications:

- Minimum of a Bachelor's Degree from a competitive college/university
- High School and/or college level teaching experience preferred but not required
- Demonstrates significant knowledge and expertise in the areas of English, Grammar and Writing
- Demonstrates strong interpersonal, oral, and electronic communication skills
- Seeks to work with a diverse staff and student population

- Strong mediation, instructional, and classroom management skills
- A high level of energy, organization and structure in their classrooms
- Demonstrates an openness to feedback in pursuit of continuous professional growth

HOW TO APPLY:

Interested applicants should submit a resume and cover letter to Sergio Seijas at sseijas@njleep.org with the subject line “Saturday Writing Instructor.” Applications will be reviewed on a rolling basis until the position is filled. Applicants are strongly encouraged to apply as soon as possible; applications received by September 2nd, **2017**, will receive priority consideration. Due to the volume of applications, only applicants selected for an interview will be contacted.

PROFESSIONAL LEVEL:

Professional

MINIMUM EDUCATION REQUIRED:

4-year degree

NJ LEEP offers a competitive salary for their employees.